

# SOP Template: Disclosure of Risks, Benefits, and Alternatives

This SOP details the process for the **disclosure of risks, benefits, and alternatives** to ensure that all individuals are fully informed before making decisions. It covers clear communication strategies, documentation requirements, and the ethical obligation to provide comprehensive information about potential risks, expected benefits, and available alternative options. The goal is to promote informed consent and support transparent, patient-centered decision-making in clinical and procedural settings.

## 1. Purpose

To establish a standardized procedure for the disclosure and documentation of risks, benefits, and alternatives associated with clinical procedures or treatment options, ensuring informed consent is obtained.

## 2. Scope

This SOP applies to all healthcare professionals involved in patient care and any other personnel responsible for obtaining informed consent.

## 3. Responsibilities

- Healthcare providers: Disclose information clearly and answer all patient questions.
- Supervisors: Ensure compliance with SOP requirements.
- Administrative staff: Maintain documentation and records as required.

## 4. Procedure

1. **Assessment:** Confirm patient's ability to comprehend information and make informed decisions.
2. **Disclosure:**
  - Clearly explain the procedure/treatment, including:
    - Potential **risks**
    - Anticipated **benefits**
    - Available **alternatives**, including choosing no treatment
  - Encourage questions and address concerns.
  - Use plain language and visual aids when appropriate.
3. **Documentation:**
  - Record details of the disclosure, including topics discussed and patient questions.
  - Include patient's verbal/written consent in the medical record.
  - Note any decision to decline treatment or pursue alternatives.
4. **Follow-up:**
  - Provide additional information as requested.
  - Allow time for patient deliberation and involve family/support if desired by the patient.

## 5. Communication Strategies

- Use clear, jargon-free language.
- Offer written materials and visual aids.
- Confirm understanding via teach-back methods.
- Be culturally sensitive and respect individual preferences.

## 6. Documentation Requirements

Step	Documentation Required	Responsible Person
Disclosure	Summary in patient record	Treating provider
Consent	Signed consent form and note of discussion	Healthcare staff
Declining options	Written record of patient's choice and rationale if provided	Treating provider

## 7. Ethical Considerations

- Respect patient autonomy and confidentiality.
- Do not coerce or unduly influence decisions.
- Ensure adequate time for consideration of options.
- Address language barriers with interpreters as needed.

## **8. Review and Updates**

This SOP will be reviewed annually and updated as required to reflect best practices and regulatory changes.